

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the document. Click the "Submit" button.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://www.abm.rda.hq.navy.mil/navyaos/content/view/full/99>

DISA Ogden Help Desk

1-866-618-5988

cscassig@ogden.disa.mil



WAWF Quick Reference

Accepting or Rejecting Receiving Reports








Accepting or Rejecting Receiving Reports

Getting Started

1. Go to the WAWF Production Site at <https://wawf.eb.mil>
2. Click on "Logon" and type your user ID and Password and click "Submit".
3. Click the "Vendor" link on the left side of the screen.
4. Click on the sub-link "Access Acceptance Folder".

Locating and Viewing the Receiving Report

5. On the Search Criteria Screen, select your DoDAAC from the drop-down list.

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
DoDAAC/CAGE *	Vendor CAGE / Vendor CAGE Extension
Select Location Code 	<input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Type Document	Status
All Documents 	All Documents 
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
<input type="text"/> 	<input type="text"/> 

Note: You can search for a specific receiving report by entering a contract number, vendor CAGE code, date range, or invoice number.

6. Click on the shipment number of the document you need to accept.

Acceptance Folder for DoDAAC 'HC1001' (6 items, sorted by Coi

nm	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RRT?	Invoice Number	Invoice Received Date	S
1	Invoice 2in1	1M3W0	DAA80797DB608	0014	07082004		Submitted	H	CLAY0708	2004-07-08	Su
2	Invoice 2in1	1M3W0	DAA80797DB608	0014	W5ER102		Submitted	H	PED0903	2003-10-27	Su
3	Invoice 2in1	1M3W0	DAA80797DB608	0014	W5ER103		Inspected	H	OR1015	02003-10-27	Ita
4	Invoice 2in1	1M3W0	DAA80797DB608	0014	W5ER104		Submitted	H	PS11015	2003-10-27	Su
5	Invoice 2in1	1RD02	F4485054C0001	0014	999999		Submitted	H	BABCDEF	2004-07-07	Su
6	Invoice 2in1	1M3W0	N6264504F5555		5054		Submitted	H	5054	2004-07-07	Su

Note: If the invoice received date is in red, the vendor offers a discount for early payment. Please process those first.

7. To view the receiving report information, click on the tabs at the top of the page: "Header", "Line Item", "Addresses", and "Misc Info".
8. Click on the "Line Item" tab to verify acceptance items. If accepting a COMBO RR enter number of accepted goods in the "Qty. Accepted" field.
9. To view attachments, go to the "Misc Info" tab, click on the attachment drop-down menu. If the document has an attachment, you can download it.
10. When you have reviewed all tabs and attachments of the receiving report, you can either accept the document or reject it to the initiator.

Accepting the Receiving Report

11. Scroll down to the bottom of the header page.
12. Click on the checkbox "Acceptance" at the bottom of the "Header" tab.
13. Enter the date fields.

Date Received	Date goods/services were received by the Government.
Date by Signature button	Date goods/ services were accepted .

14. Click on the "Signature" button, then enter your password. When the document is signed, your name will appear in the signature box.
15. To add an attachment, see instructions on the back of this Quick Reference.

16. Click "Submit" at the bottom of the "Header" tab.

17. You will receive a message that email notifications have been sent.

Rejecting the Receiving Report

11. Click on the "Misc Info" tab and enter a comment describing the reject reason.
12. Click on the 'Header' tab and click the "Reject to Initiator" box.

Note: To add an attachment, see instructions on the back of this Quick Reference.

13. Click "Submit" at the bottom of the "Header" tab.
14. You will receive a message that email notifications have been sent.